Mission and Installation
Contracting Command
Mission Contracting Office- Fort Bragg

Mission Contracting Office Fort Bragg Annual Contracting Symposium

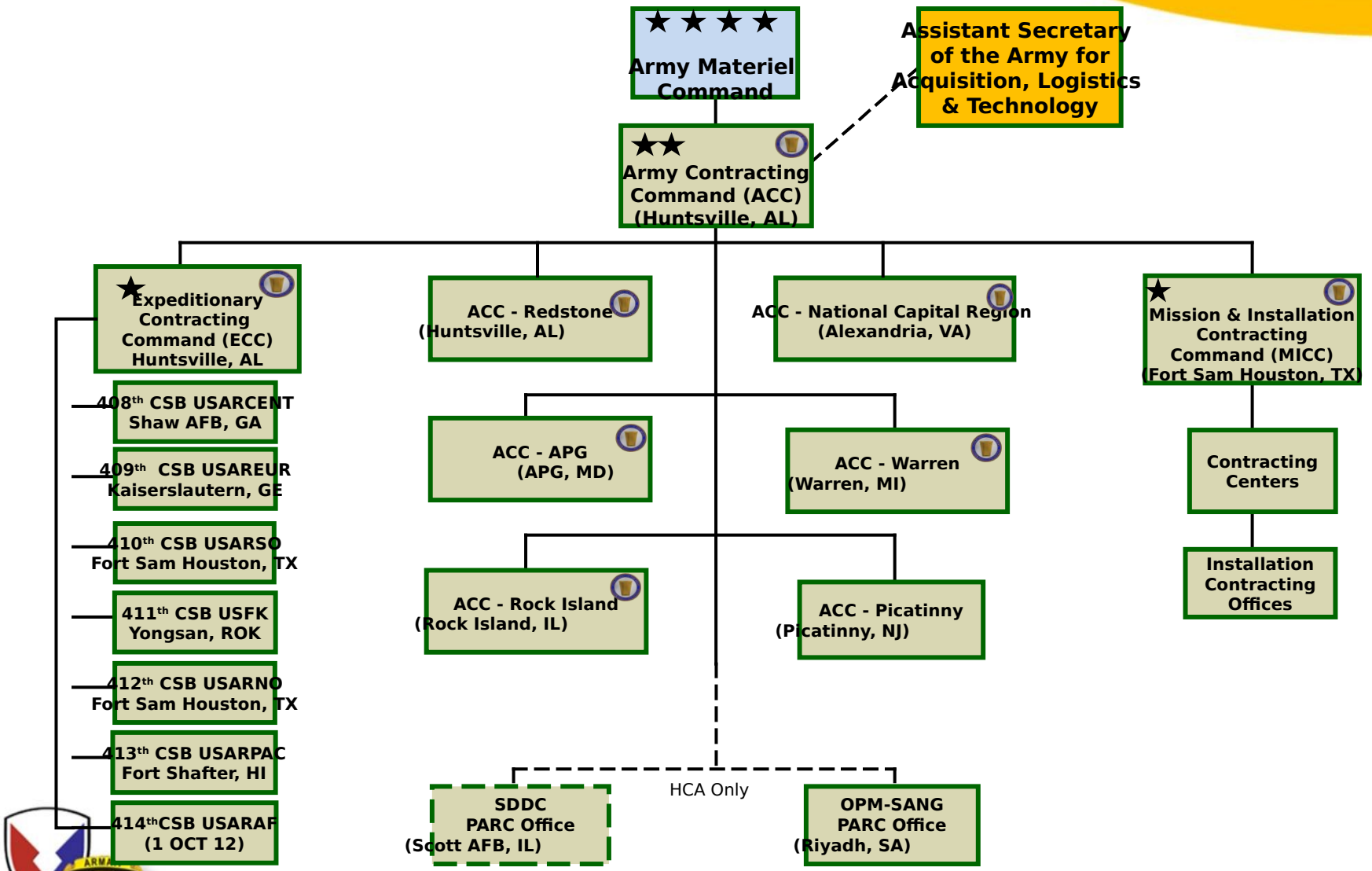
LTC Dennis McGowan, Director/Commander
SGM Leatrice Person, Sergeant Major
Mr. Mark Lopez, Interim Technical Director

Who do we support?

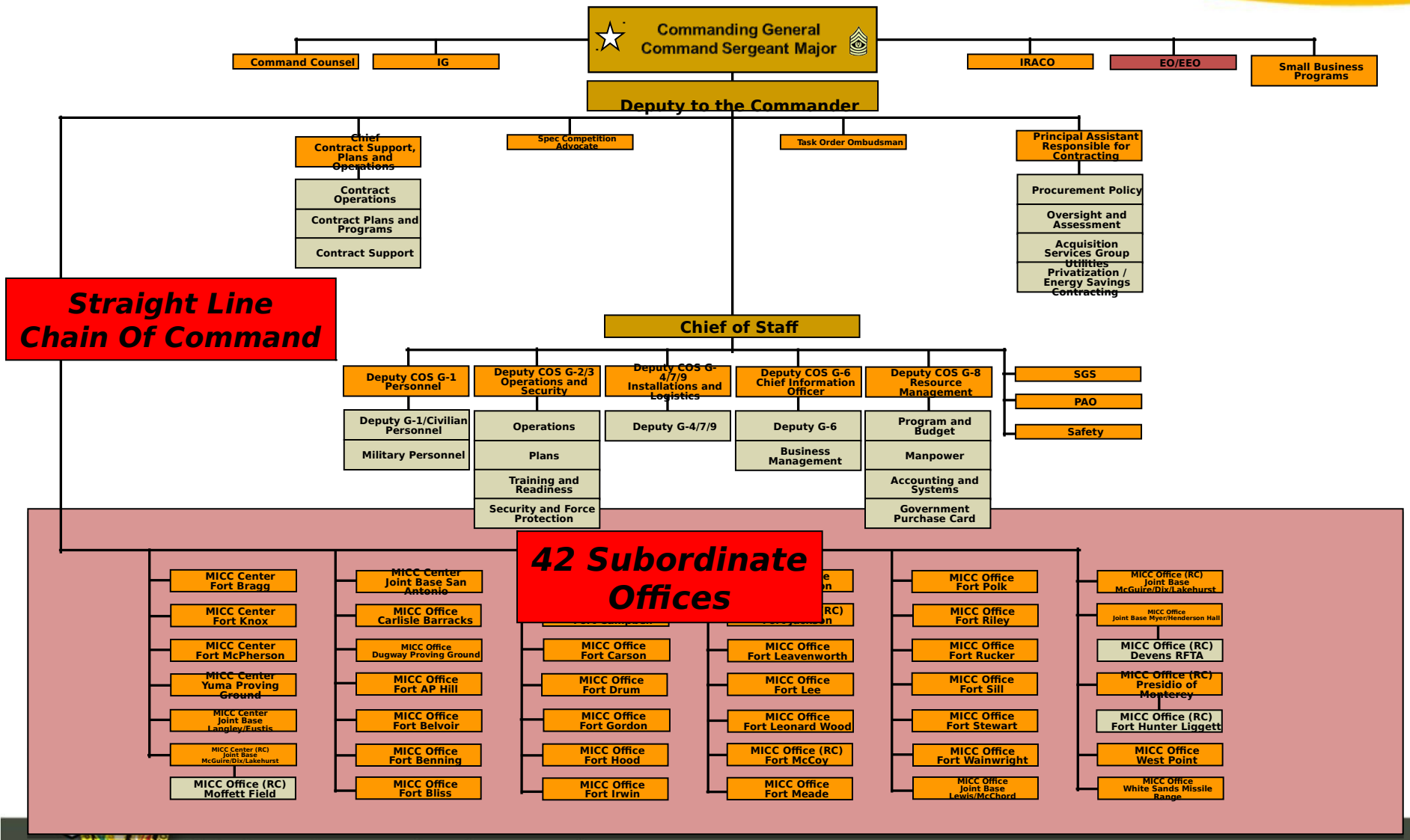
Who we *all* support…

What is the MICC Org Structure to provide support…

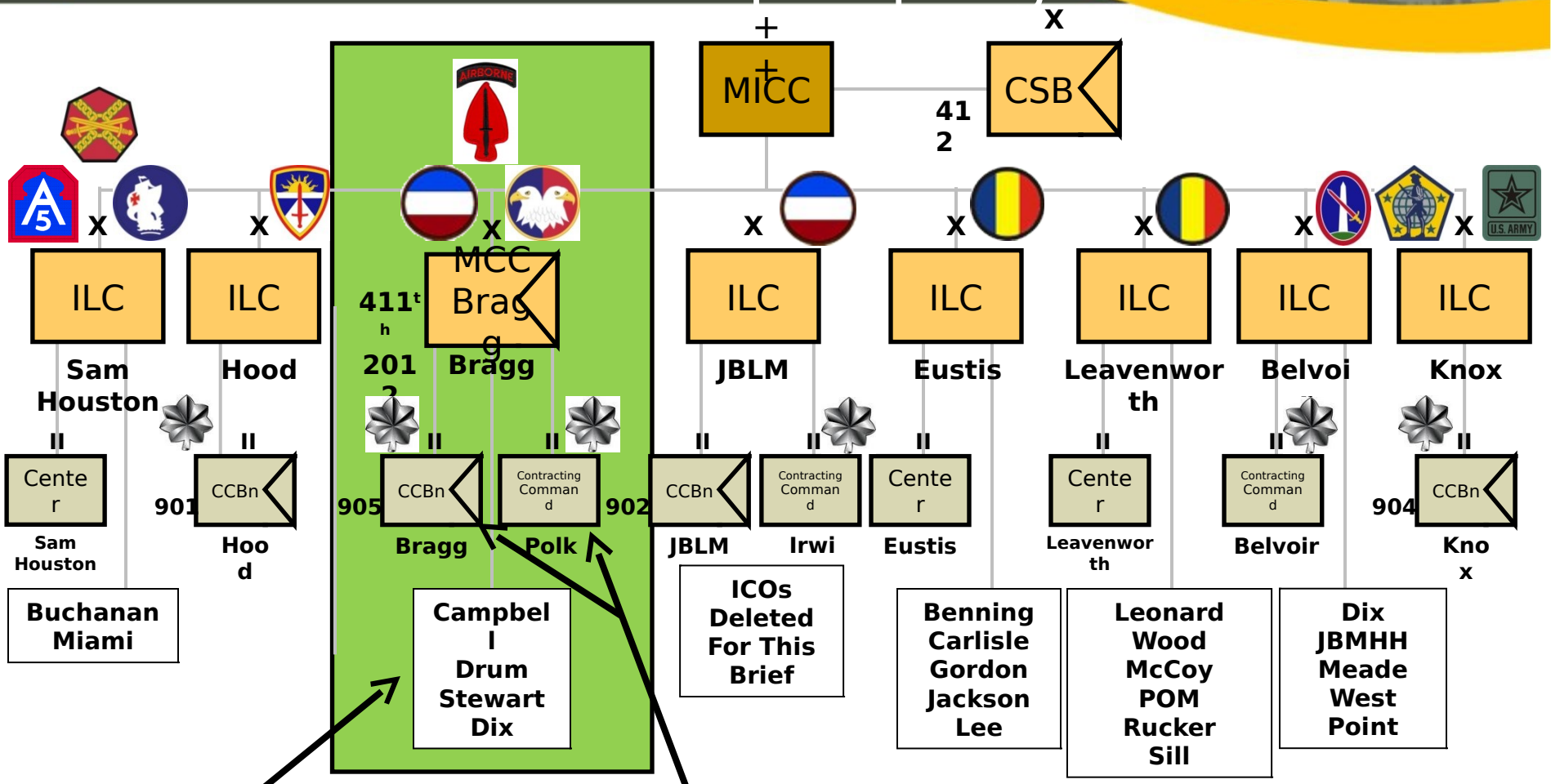
Army Contracting Command


Army Materiel Command
Assistant Secretary of the Army for Acquisition, Logistics & Technology
Army Contracting Command (ACC) (Huntsville, AL)
Expeditionary Contracting Command (ECC) Huntsville, AL
408th CSB USARCENT Shaw AFB, GA
409th CSB USAREUR Kaiserslautern, GE
410th CSB USARSO Fort Sam Houston, TX
411th CSB USFK Yongsan, ROK
412th CSB USARNO Fort Sam Houston, TX
413th CSB USARPAC Fort Shafter, HI
414thCSB USARAF (1 OCT 12)
ACC - Redstone (Huntsville, AL)
ACC - APG (APG, MD)
ACC - Rock Island (Rock Island, IL)
ACC - National Capital Region (Alexandria, VA)
ACC - Warren (Warren, MI)
ACC - Picatinny (Picatinny, NJ)
Mission & Installation Contracting Command (MICC) (Fort Sam Houston, TX)
Contracting Centers
Installation Contracting Offices
HCA Only
SDDC PARC Office (Scott AFB, IL)
OPM-SANG PARC Office (Riyadh, SA)

Mission and Installation Contracting



MICC Intermediate Level Of Command Concept- Spring 2011



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MCO- FB Organizational Structure

Organizational Structure Overview

(104 Civilians & 33 Military)

Command Group
(2 Civilian & 3 Military)

Business Operations Branch
(6 Civilian & 6 Military)
Policy, Compliance & Assessment Section
Opns & Assessment Section
Training & Talent Mngt Section
IT Section

Special Staff
(3 Civilian)

Mission & Installation Division
(39 {40} Civilian & 20 Military)
Contracting Branch
Contract Management Branch
Operational Contracting Branch
Gov't Purchase Card Section

Mission & Enterprise Division
(53 Civilian)
USARC Contracting Branch
FORSCOM Contracting Branch
Contract Management Branch

Numbers based on TDA authorizations for civilians and Oct 2012 MTOE for military.

MCO- FB Organizational Structure

Command Group

(2 Civilians & 3 Military)

Battalion Commander LTC/0-5
Technical Director GS-15 1102
(vacant)
Battalion CSM SGM/E-9
Battalion XO MAJ/0-4
~~Managerial Assistant GS-07~~
0303

Special Staff

(3 Civilians)

2 x Attorneys NH-14 0905
1 x Assistant to the Director Office of Small Business Programs NM-3 1102
All from MICC TDA

MCO- FB Organizational Structure

Business Operations Branch

(6 Civilians and 6 Military) {+4 SSGs}

Branch Chief
GS-13 1102

IT Section
2 x IT GS-12 2210

Does not account for 4 x 51C SSG/E-6 on 16 Oct 2012 Bn Hq MTOE due to their typical inexperience upon arrival. Inexperienced new arrivals work OJT as KS. If experienced, they may be assigned here.

Policy, Compliance & Assessment Section
1 x Proc Ans GS-12 1102
1 x 51C SFC/E-7
1 x QAS GS-12 1910
1 x QAS GS-7 1910
1 x QAS SSG
1 x Property GS-12 1103
Military Participation

Training & Talent Mgt Section
1 x 51C MAJ/O-4
1 x 51C MSG/E-7
Military Participation Based On Experience

Operations Section
1 x 51C MAJ/O-4
1 x 51C MSG/E-8
1 x 51C SFC/E-7
Military Participation Based On Experience

MCO- FB Organizational Structure

Mission & Installation Division

(40 Civilians and 20 Military)

Division Chief
GS-14 1102

GPC Section
GS-12 1102 Chief
(vacant)
7 x GS-7 1105s

Supports Corps, Division, SATMO, USAF on Pope, Installation (DOL, DPW), USASOC etc

Contracting Branch
(Pre-Award)
GS-13 1102 Chief
8 x 1102s
3 x 1105s

Operational Contracting Branch
GS-13 1102 Chief
3 x 1102 Mentors
3 x 1105 Mentors
20 x 51C CCOs
(4 CCTs x 5 per = 20)

Contract Mgmt Branch
(Post Award)
GS-13 1102 Chief
11 x 1102s

Deployable Contingency Contracting Officers (Soldiers) work here for on the job training when not deployed.

MCO- FB Organizational Structure

Mission & Enterprise Division

(53 Civilians)

Supports FORSCOM and USARC nation wide and the HQ Building

Division Chief
GS-14 1102

SAP Section
Under ~~Construction~~

FORSCOM Contracting Branch
(Pre-Award)
GS-13 1102 Chief
14 x 1102s

USARC Contracting Branch
(Pre-Award)
GS-13 1102 Chief
11 x 1102s

Contract Management Branch
(Post Award)
GS-13 1102 Chief
24 x 1102s

Comparing Workforce Average Years of Experience

Grade/Location	Fort Bragg	Fort Campbell
GS-1102-14	20	30
GS-1102-13	13	20
GS-1102-12	8	16
GS-1102-11	4	9
GS-1102-09	3	10

Hiring Actions Continue…

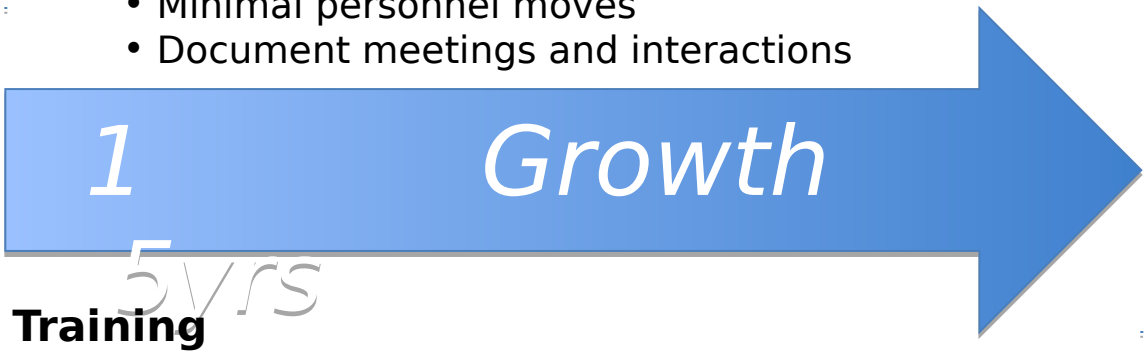
- Week of 10 Nov 11
  - 1 x GS-1102-7
  - 4 x GS-1102-11
  - 1 x GS-1910-12
  - 2 x GS-1102-13

What does this mean?

Growth Philosophy

Stability

- Standardization
  - Document Policies
  - Develop Acquisition Instruction
- Predictability
  - Planning
  - Sequential Approach
- Consistency
  - Minimal personnel moves
  - Document meetings and interactions



Development

- "Shuffle" Personnel
- Non Required Civ Ed
- Developmental Positions

Training

- Specific Topics
  - Cost and pricing
  - IGCE development
- Civilian Education System
- New Hire Fundamentals

Improving Client Relations

- Goals:
  - Relationship Development
  - Partnership & Ownership
  - Increase Commander/Leader Knowledge, Awareness & Feedback
  - Increase Contracting Involvement Early In Process
  - Complete Requirement Developed Early
  - Reduce Friction
  - Reduce Procurement Delays
  - Successful Procurements
  - Reduce UACs

Client Training Topics

- Procurement Specific Ethics
- Historical Data Gathering
- Market Research
- Requirements Definition
- Identification of Salient Characteristics
- PWS, SOW, CLIN Structure Development
- Local Purchase Authority
- Service Contract Requirements
- Independent Government Cost Estimate Development
- Funding Types (OMA vs OPA, OMN Construction)
- Contract Milestone Explanation
- Performance Requirements Summary Development
- Quality Assurance Surveillance Plan (QASP) Development
- COR Selection, Nomination and Appointment
- Roles and Responsibilities (CORs +)
- Evaluation Criteria
- The Source Selection Process
- Contract Performance Assessment Report System (CPARS)
- Warrant Authority – Express vs. Implied Authority
- Contractors in the Workplace - Separation of Duties
- Contract Types

Internal Training

ll Client Training Plus…

- Safety Clauses
- FOO Program
- Fiscal Law
- Leadership
- Hiring Boards
- Paperless Contract Files
- Client Service (Active Listening)
- Effective Communication
- Procurement Ethics Training
- Ability One
- FAR Part 19 (Small Business)
- FAR Boot Camp
- Cost and Price Analysis
- FED BID
- GFEBS
- ACBIS
- Effective Contract Action Report

FY12 Initiatives

- Workload Tracking Mechanism - active
- Major Contract Planning Tool (synch matrix) - active
- Website - active
- Contract Closeout - active
- Customer Outreach and Training - active CON101, 13Dec13-1600, theater at Reilly &
- CAR Error Tracking and Reduction - active
- Acquisition Instruction (Office SOP) - **working**
- Peer Review Program SOP - **working**
- Administrative SOP - **working**
- Telework SOP - **working**
- Incentive Program - **working**

On Hold

- MCO Wide Training Plan
- Civ Ed System Resident and Non-Res Course
- Supply SOP
- Policy Letter Reviewed
- College Recruiting Effort
- Metrics For Organizational Success

Mission and Installation Contracting Command Center - Fort Bragg

U.S.ARMY

MCC/MCO-Fort Bragg Home

Installation Support

Contracting Officer's Representative

Contractor Info

Field & Installation Readiness Support Team (FIRST)

Government Purchase Card (GPC)

WAWF

CCR

Welcome to the Mission and Installation Contracting Command Center-Fort Bragg. For over 50 years, Fort Bragg has had a proud heritage as the home of the nation's finest fighting forces: the Army's only airborne corps and airborne division, the elite "Green Berets" and the Army's largest support command. Our office provides direct support to these Soldiers as well as others whose units are stationed here at Fort Bragg. In addition, we provide contracting support for other Army installations in our region, including Forts Benning, Gordon, Jackson, Rucker, and Stewart.

We also support the Government Purchase Card program for the installation and its tenants; the US Army Environmental Command - Environmental Compliance Contracts (AEC-ECS), and the Army's Field and Installation Readiness Support Team (FIRST) contracts.

Mission

Provide operational contracting and acquisition management support to the U.S. Army Garrison and the military organizations stationed at Fort Bragg, NC.

Vision

A professional workforce committed to high quality, responsive service to our clients, applying a common-sense approach to the acquisition process.

For Active Solicitations, please click on the ASFI image below for ASFI.

NEW

HELPFUL LINKS:

Training Events

Purchase Request Log

MCO Ft Bragg POC List

Customer Handbook
IGCE Handbook

Sample Performance Work Statement

PR Status From Website

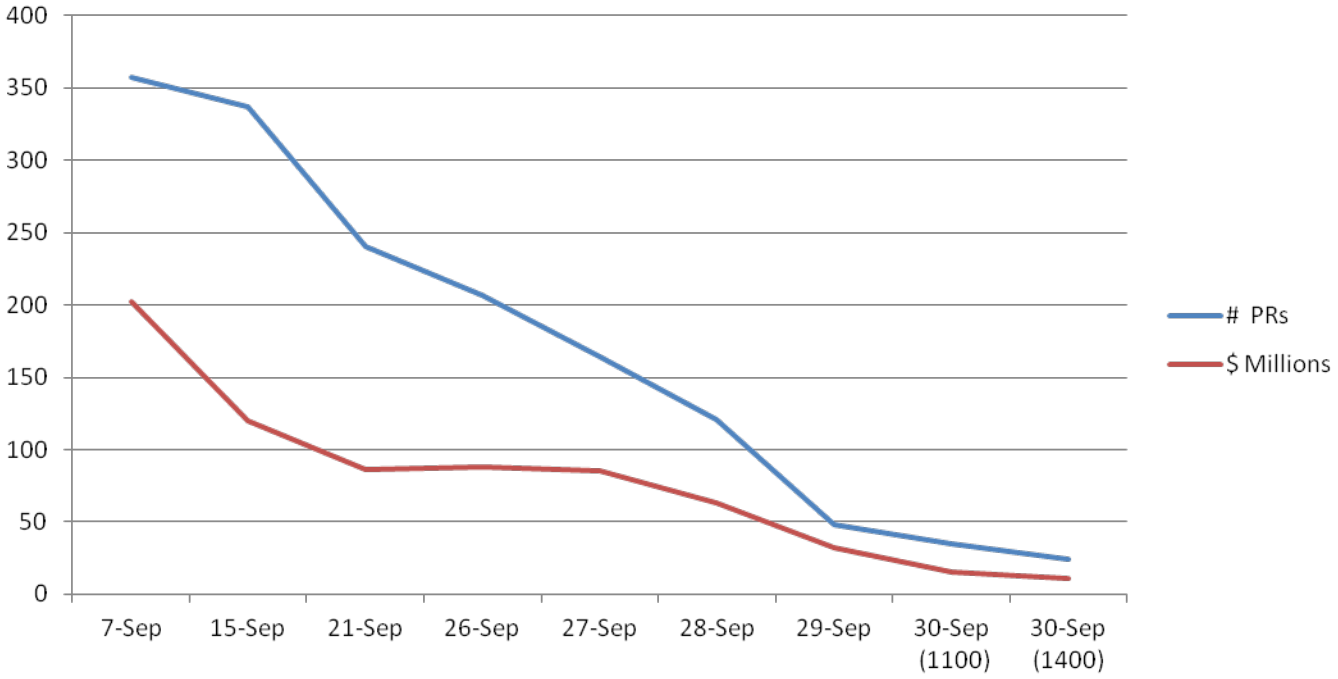
Purchase Requests (Public)

DODAC	PR Number	Status	Personnel Assigned	Assigned Person's E-mail
F3M0AW				
	F3M0AW1213A001	Evaluating	Griffin, Kristine J.	kristine.j.griffin.civ@mail.mil
W36B5K				
	10031345	Open	Freire, Christian S.	christian.s.freire.civ@mail.mil
	DUMMY000S1	Open	Bertacini Scott R. Jr	scott.r.bertacini.civ@mail.mil
W81F60				
	DUMMY0001	Solicited	Griffin, Kristine J.	kristine.j.griffin.civ@mail.mil

End of Fiscal Year 11 After Action Review

E of FY 11 Spending

MCO - Bragg EoFY 2011 Open PR Award Progress									
Date	7-Sep	15-Sep	21-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	30-Sep
# PRs	Delta	20	97	33	43	43	73	13	11
$ M	Delta	$ 82.53	$ 34.00	$ (2.03)	$ 2.87	$ 21.89	$ 31.16	$ 16.81	$ 4.82
# PRs	357	337	240	207	164	121	48	35	24
$ M	$202.7	$120.2	$86.2	$88.2	$85.4	$63.5	$32.3	$15.5	$10.7



E of FY 11 After Action Review

Issue: Local Purchase Authority

Discussion: During the DRASH Tent Repair Kit requirement, a PR was sent over with one line item, again there was no documentation on what this way or if it was many pieces. There was a two/three week lag in this since information was sporadic. After finally compiling information that was tracked down, it was found out that there were almost 60 items in this buy and that they were able to get these through the DLA Supply System. Therefore spending three weeks tracking down the information when it should have been placed with the Army Supply System months ago. In this case, Local Purchase Authority was not approved because the items could have been delivered within 30 days according to DLA utilizing a MIPR.

Recommendation: Educate clients on LPA and who has authority to approve based on the requirement.

Issue: OMA v OPA Funds

Discussion: Systems in excess of $250K require OPA funding. This was reviewed in the pre-EOFY Training during our Jun Town Hall. Despite this training, we had a potential ADA violation where a mod was required to replace the OMA with OPA.

Recommendation: Repeat training next year. Encourage KO's to seek a legal review when they are unsure of the system v non-system of their procurement.

Issue: Expensive items of equipment under $250K

Discussion: Single items of equipment that do not meet the expense/investment threshold of $250K may still require OPA funding if they are centrally managed. This is often accomplished through a "Program Manager" (PM) or "Program Executive Office: (PEO). The military's need for uniformity, interoperability, and specific functionality is often lost or forgotten at the local level. As there is no single repository for determining whether items are centrally managed, this can be challenging, particularly given the EOY time constraints. Two such examples occurred this year: the first was for three handheld chemical detection devices at a cost of amount $70K each. The purchase request came from a local Chemical Battalion for a specific, brand name device. Upon checking the internet for military chemical programs, it was discovered that DoD and the Army had indeed been fielding certain detection devices Army-wide. Accordingly, the Battalion was instructed to fulfill its needs via the cognizant program Manager. The second scenario occurred when the Department of Emergency Services (the MPs) sought to procure two simulation devices from the GSA schedule: a mobile shooting trainer and a driving simulator, each about $150K. After consulting the applicable regulations and locating the cognizant Program Manager, it was determined that the shooting trainer was centrally managed while the driving simulator was not.

Recommendation: Keep in mind that the Army has a regulation and a program for almost everything. Bookmark the Army publications website and do a search whenever you get a request to purchase something that seems like an expensive or high-tech "toy." When trying to determine if there is a centrally managed program for those types of items, it is important to remember one thing - Google is your friend. Look 'em up and give 'em a call.

Issue: Market Research not properly applied, IAW the Policies and Procedures prescribed in FAR Part 10.

Discussion: First, I'd be remiss if I didn't acknowledge Market Research as a continuous and rather time-consuming effort, especially when appropriately applied to the entire acquisition process—from the developing stages to the actual determination of the legitimate need and on through the transfer of the known requirement to the contracting agency. There is also no question that Market Research is highly dependent upon reliable facts.

Regardless of whether or not you've been in contracting for a mere month or many years, market research is undoubtedly fundamental to our professior and ultimately, our success rates. Even with all of this acknowledged, we continuously fail our Mission each time we:

- duplicate identical or similar efforts;
- rush through an acquisition (*improperly identified as 'urgent'*) without properly acknowledging the benefits of market research and the overall obligation to find prices fair and reasonable;
- fail to effectively communicate with our client and end-user;
- deny sufficient time for each acquiring unit to conduct market research, IAW FAR Part 10.002(a); and
- Thereby failing to realize potential issues or areas of an acquisition that require early involvement and specialized planning which could have lead to possible savings and less hassle in an effort to ward off possible issues and encourage open and increased competition.

IAW FAR Part FAR 10.001(a)(2)(i), agencies must ensure that legitimate needs are identified to acquire items that meet those needs '*before developing new requirement documents for an acquisition by an agency.*' Thus, our clients must understand how to effectively perform market research before reaching out to a contracting agency. If the next and most important thing an agency can do is understand the current market, customers would become thoroughly trained to complete market research, document their results and findings and only then would they submit their requirement package, along with their supporting market research, to an agency. Rather, MCO-FB accepts this failure by the requiring activity which seeks to increase issues at multiple levels and immediately prefaces the acquisition with a burden contracting agencies have to assume responsibility for. Rather than reinforce policies and procedures prescribed within FAR Part 10, the MCO-FB continues to enable poor practices and exchanges by allowing (and essentially empowering) requiring units to continue to take the path of least effort, pass the burden of market research, and transfers all responsibility to the requiring agency. The end result is that contracting agencies exhaust valuable time needed for other takes and ultimately takes the specialists away from other requirements—resulting in failure across the board.

EXAMPLES:

- Clients forward us a quote from a "suggested vendor," use this single quote as their both their IGE and Market Research effort to determine the known need and expect and the Contracting Agency to simply ignore the practices in place to determine if the actual need even exists and limits competition by ignoring required practices.
- Program Managers and COR's are continuously showing up at a site visit unprepared and allowing the (b)(4) contractor to define the requirement for the Government. IGE's and SOWs are later revised to account for items they failed to identify but were acknowledged by the Contractor.
- DPW's Program Mangers fail to complete a SOW, so the Contract Specialist and Program Manager go back and forth for weeks (because they leave on time every day at 3:30 PM) trying to define their requirement.
- Requiring units are not responding in timely manners to requests from their Contract Specialist to provide a complete requirement's package and instead are permitted to drag out the process by submitting in pieces.

Recommendation: Require Market Research be conducted to the full extent possible before contacting the contracting agency.

Issue: Attachments

Discussion: Rarely is it that the assignments get forwarded with attachments. Most times they get forwarded after the contract is almost awarded or on occasion already been awarded.

Recommendation: Forward all attachments at time of assigning requirement

Issue: Purchase Request Influx

Discussion: Established cut off dates for submission of PR's must be enforced. Even though there was a cut-off date, no one abided by it. PR's were not properly completed.

Recommendation: Customers should be required to adhere to the cutoff date established for EoFY operations.

Cut Off Dates?

E of FY 11 After Action Review

Issue: *PR#0010058481 C&D Landfill Phase 2*: The Landfill expansion Project recalled 2 months into the acquisition process with no justification or reason for the cancellation.

Discussion: On the exact day of the negotiations conference with an 8(a) Contractor and DPW, DPW sent an email requesting the PR be RWOA. This was after 3 very time-consuming site visits (2 of which lasted approximately 5 hours each, not including drive time there and back) at the landfill and numerous efforts with DPW to find the most suitable contractor with the capability of hiring subcontractors with specialized geo-technical expertise and a contractor willing to expedite matters since the landfill was seemingly to capacity.

Recommendation:

Cancelled PR Well Into Acquisition

Issue: 10070951-Street Addressing

Discussion: 08/04/2011, $99,940.00 (after searching PD2 for similar requirements I found out that Ms. Cathy House was working this. After checking with her, I was informed that she already awarded it). We are spending too much time and effort in working the same PR's multiple times.

Recommendation: There needs to be a way in PD2 that a KO can identify that a PR already has been assigned and awarded.

Double Work

Issue: Incomplete Requirements Packages

Discussion: The need for a complete requirements package is critical. Specialists and KOs spend more time trying to get information from the client in order to try and procure what is needed. A full requirements package allows us to be able to get what the client needs, but when we have to ask question after questions on the requirement, eventually communication breaks down, the wrong item is purchased and/or the relationship is bruised.

Recommendation: In order to provide some kind of continuity with the requirements packages that are needed (i.e. service, supply, construction, etc) it is important to have training by contracting to the respective unit POCs. FAQ, templates, examples and others aids post on the MCO-FB website would provide support to the customer. Educate the customer on who, what, when, and how to conduct business with MCO-FB.

Issue: Aged PR's

Discussion: Many PR's become assigned that have dates on them that reflect their submissions of month later, which create a problem as far as POC information being outdated and replacement personnel not being aware of any request. Soldiers deployed or TDY before the PR's reaches us.

Recommendation: There should be a cut off time/period when a PR becomes aged/invalid.

Old PRs

The Way Ahead

- Publish warning order in April
- Publish OPORD in June
- Increase communication during year and especially in 4th quarter
- Train our clients
- Train ourselves
- Improve relationship between two
- 905th transition to 900th in spring via change of command

Comments/Questions?

Closing Comments

- ✓ Army contracting is in transitional period
- ✓ MCO- FB is in a growth period
- ✓ End of FY 11 was, well, rough
- ✓ FY 12 is on a path of improvement